



**STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
REQUEST FOR GRANT AWARD**

RFGA: Improving the Quality of Child Care and Education Grant Award Program

ID Code: 60.420 FACS/CDA/04

ISSUE DATE: December 9, 2002

CONTACT PERSON: Sandy Murray

PHONE NUMBER: 573-751-3500

RETURN RFGA NO LATER THAN: 4:00 p.m. March 31, 2003

SPECIFIC MAILING INSTRUCTIONS: Print or type RFGA Number and Return Due Date on the lower left hand corner of the envelope or package.

RETURN PROPOSAL TO:

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education
Sandy Murray, Vocational-Technical Education Section
205 Jefferson Street, 5th Floor, PO Box 480
JEFFERSON CITY MO 65102-0480**

GRANT PERIOD: July 1, 2003 thru June 30, 2004

SIGNATURE REQUIRED

CHIEF FINANCIAL OFFICER SIGNATURE		DATE
PRINTED NAME		TITLE
SCHOOL NAME		COUNTY/DISTRICT CODE
SCHOOL MAILING ADDRESS		
SCHOOL PHONE NO.	SCHOOL FAX NO.	E-MAIL ADDRESS
PROJECT DIRECTOR'S NAME		TITLE
ADDRESS	SCHOOL PHONE NO.	E-MAIL ADDRESS

PLEASE LIST NAMES AND POSITION OF ALL PERSONNEL INVOLVED IN THE PROJECT WHO WOULD BE SUPPORTED BY AWARDED GRANT FUNDS.

NAME	POSITION
NAME	POSITION
NAME	POSITION
NAME	POSITION
NAME	POSITION

AMOUNT OF STATE FUNDS REQUESTED
TOTAL GRANT AMOUNT

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education

**Improving the Quality of Child Care and Education
Request for Competitive Grant Award
July 1, 2003 - June 30, 2004**

- RFGA:** Improving the Quality of Child Care and Education Grant Award Program
- ID CODE:** 60.420 FACS/CDA/04
- ELIGIBLE ENTITIES:**
- Missouri public area vocational schools and colleges currently operating or seeking to operate a Department-approved occupational preparatory vocational education program in child care and education.
- Goal:** To expand and enhance the quality of child care and education preparation programs in Missouri by: 1) providing opportunities for postsecondary institutions with associate degree programs and area vocational-technical schools working with sending schools to offer child care and education preparation programs that would allow participants the opportunity to seek a nationally recognized credential, the Child Development Associate (CDA); and 2) offer individuals a variety of opportunities for entering a seamless career path in child care and education.
- Rationale:** The Governor's Commission on Early Childhood Care and Education in the report "***In the Interest of Minds: the Power of Early Childhood Care and Education***," December, 1997, made recommendations regarding the preparation of individuals who provide the care and education of children. The recommendations are based on research showing there is a relationship between the level of quality of child care and education and the success of children as they move through the educational system to become productive members of society and the workforce. This relationship has been recognized with the new requirements of the Head Start Act (Amended October 27, 1998). Child care and education has been named as one of the areas of high demand for employment and it is crucial these individuals are properly prepared. The Department of Social Services has contracted with the Department of Elementary and Secondary Education to administer Child Care Development funds to offer students the opportunity for CDA certification. This may be done either through the initiation of new programs or the improvement of existing occupational preparatory vocational education programs in child care and education.
- AMOUNT:** The amount of the award will not exceed \$50,000 per applicant.
- APPLICATION GUIDELINES:**
- The "Quality Improvement Grant Award Program" provides funding for improving and expanding department approved vocational family and consumer sciences child care and education programs at the secondary, postsecondary, and adult level. School districts may submit one request per district.
- USE OF FUNDS:** Funds may be used for:
- A. Professional Development: (Recommended Guideline--5% of total grant dollars)
- to obtain CDA Advisor training for the instructor;
 - to obtain continuing education needed by the CDA Advisor; and
 - to obtain information regarding establishing an accredited program.

B. Curriculum Development:

- to develop and/or implement a curriculum based on the functional areas of CDA, and
- to develop an articulated curriculum which leads to a seamless career path for child care providers.
- To obtain curriculum resources that assist in the development and implementation of child care and education curriculum.

C. Student Scholarships:

- to provide for the assessment fee, cost of the application packet and mailing, and
- to provide for cost of college credit that is directly related to the CDA and to a degree in child care and education.

D. District/Institutional Costs:

- to provide for reimbursement to the instructor for time beyond the instructional day which includes but is not limited to observing and assisting students with documentation of CDA competencies (i.e. the professional resource file, observation instrument);
- to provide travel money for observing CDA students in the child care setting; and
- to provide for additional professional staff who are DESE approved for the program (i.e. teachers, classroom aide, and teacher assistant).

**WRITING
GUIDELINES:**

Grant requests shall include:

- A. A description of the need to modify, improve, or establish a new program which includes the opportunity for participants to seek a nationally recognized credential, the Child Development Associate (CDA).
- B. A description as to how the child care and education program will implement the formal education requirements of 120 clock hours in the functional areas of the CDA. (*Note: must have 120 clock hours in 8 areas with no fewer than 10 hours in each of the identified areas*).
- C. A description as to how the students will be assisted in preparing for the CDA assessment.
- D. A description of the use of funds including:
 - the total amount of grant funds being requested from the department; and
 - a description of the in-kind contributions made by the applicant.

Suggested guideline for funding include:

3. 40% student scholarships;
4. 41% total salaries;
5. 05% professional development; and
6. 14% curriculum, travel & observation, marketing.

- E. A description of a local evaluation system that will determine whether the improvements implemented through the use of the grant funds resulted in improving the quality of child care and education vocational preparation. Measures of success shall include:
- the number of individuals receiving a CDA;
 - instructor(s) obtaining CDA Advisor status;
 - professional development activities of the instructor(s) that are related to early childhood care and education;
 - the number of students employed in positions requiring the CDA as condition of employment;
 - the number of students obtaining the CDA who are employed at a higher rate of pay in a child care and education setting; and
 - the number of students continuing their education in child care and education.
- F. A description of articulation agreements made or progress made toward an agreement that will provide expanded career development opportunities for students in child care and education.

**MINIMUM
REQUIREMENTS:**

Requests shall include, but not be limited to:

- A. A statement of assurance, signed by the chief administrator of the local education agency (LEA), that funds will be used to implement programs that allow participants to seek nationally recognized credentials such as the Child Development Associate (CDA).
7. An itemized budget on an "Application for Authorization of Vocational Education Expenditures," form (FV-4), signed by the chief administrator of the district. Please submit two (2) copies per instructions for the FV-4 form. FV-4 and FV-2 forms are available through the Department's home page (Division of Vocational and Adult Education—Forms)

<http://www.dese.state.mo.us/divvoted/forms.html>

DELIVERABLES: A **Progress Report** no later than **December 1, 2003**, regarding a description of projects accomplishments to date, including number of students actively seeking CDA.

A final "**Reimbursement Request** for Approved Vocational Education Expenditures" (FV-2) form no later than **May 15, 2004**, accompanied by 1) outside vendor invoices and check numbers; 2) copies of canceled checks used to reimburse teachers for curriculum development/modification, observations, activities that extend beyond the instructional day and travel; and 3) copies of canceled checks for student scholarships. An FV-2 may be submitted semi-annually and/or annually.

At the end of the fiscal year, no later than **June 30, 2004**, approved grant recipients must forward the following to the Department of Elementary and Secondary Education:

1. A report, which provides a description of the projects accomplishments in assisting students to voluntarily obtain the CDA.
2. An evaluation report which includes information on the measures of success as described under Section E in the grant request (e.g. the number of individuals applying for the CDA, the number of individuals receiving a CDA, the progress of the instructor in achieving CDA Advising credentials, the number of students obtaining employment in child care and education and the number of students continuing their education in child care and education or a related area.)
3. A description and/or copy of the articulation agreements directly related to child care and education.

A **follow-up status report** based on the measures of success as listed in Section E of the grant request to be delivered on or before **June 30, 2005**.

**APPLICATION
DEADLINE:**

TWO (2) complete copies of the request with signed copies of the FV-4 are due no later than **4:00 PM** on **Monday, March 31, 2003**.

SEND TO:

Sandy Murray
Vocational Technical Education
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102-0480

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E-mail: smurray@mail.dese.state.mo.us